



**Suggested Template  
Marion Spencer Fay Award  
Nomination and Recommendation Letters**

Opening paragraph: overview/summary (**Please address letter to “Dear Marion Spencer Fay Award Committee”**)

Background: BRIEF review of nominee’s education and career history and key items from CV (support, honors, awards, etc.)

Breakout sections: Address key leadership/achievements as appropriate for the specific nominee, in categories, such as

- Research (e.g., basic, clinical, translational)
- Education (e.g., teaching, curriculum development, new modalities)
- Administration/Leadership
- Mentoring
- Health Care Delivery
- Patient Care
- Public Policy
- Other(s)

Personal factors: This can include challenges overcome, interpersonal skills, reputation/recognition/impact (local/national/international), originality, creativity, etc.

Conclusion/Summary

Important: When describing the nominee’s scientific achievements, it is not necessary to go into specific detail. Gear the description to a scientifically/medically knowledgeable audience from a broad range of disciplines. Focus on the significance and impact of the work rather than on providing in depth data.